Instruction Manual

Model: BRASQ® PS100

Paper Shredder

Dear customer,

Thank you for purchasing this quality product. Please carefully read the operating instructions prior to the initial operation and keep them handy for future reference. Please pay particular attention to the following safety information. If you have any questions or complaints about the device, please refer to the service information at the end of these instructions.

Setup:

1. Place the paper shredding plastic bin provided with your shredder, inside the appropriate rib position attached to the inside of waste bin.

2. Place the shredder securely on top of the waste basket. Be sure not to allow your fingers to get between the basket and the shredder as you are placing the shredder in place.

3. Plug the power cord into any standard 220-240 volt AC out let.

Operating the shredder:

The Main Switch is located on the top of the shredder. The Main Switch has 3 settings.

1. When **AUTO** is selected, the shredding process is started automatically by inserting the paper, The shredder will stop automatically when the paper has completed its travel through the feed opening.

2. **REV** is used to assist in the removal of a paper jam, which reverses the shredder process prior to a completed cycle, thus clearing the cutters.

3. **OFF** is used to terminated the AC power to the shredder. The mode is recommended when emptying the wastebasket or when the shredder is not in use for a prolonged period of time.

Shredder capacity:

PS100 will shred **6** sheets of A4 size 80g/gsm paper, and will accept paper widths up to 220mm. When shredding small material like envelopes or receipts, insert them through the middle of the feed opening.

Cautions:

1. Keep all loose articles of clothing, ties , jewelry , hair or other small items away from the feed opening to prevent injury.
2. Keep in the OFF position when the shredder is not in use for prolonged periods of time.
3. Remove all paper clips and staples from paper before shredding.
4. Do not place hands or fingers into the shredder throat as it can result in serious injury.
5. Always turn off or unplug the shredder prior to moving, cleaning or emptying the wastebasket.
6. Empty wastebasket frequently.
7. The document shredder must always be deactivated and disconnected from the electrical line prior to moving, transporting and cleaning the device and prior to emptying the waste basket.
8. Please do not leave the document shredder unattended e.g. in the event children or pets are nearby.
9. The device may not be operated with a damaged power cord.
10. For indoor use only.
11. To protect the machine well, we suggest the user to operate it in this way: work 2 minutes then rest one hour.
12. Please do not spray any flammable gas or oil onto this shredder, it may cause fire.
13. Please read the manual before operating the machine .

14. This equipment is not intended for use by children, avoid touching the media feed opening with the hands, clothing or hair, unplug this equipment when not in use for an extended period of time, hazardous moving part is in this equipment, keep body parts away from moving parts .

Specifications:

Shred type:	Strip-cut
Input:	220-240 VAC, 50Hz, 0.7A
Size of cut:	6 mm (paper)
Feed Opening:	220mm for paper
Shredding Capacity:	6 sheets DIN A4 (80g)
Shredding speed:	2.5m/min
Basket capacity:	7 L capacity
Dimensions:	approx. 315 x 115 x 210 mm
Security level (DIN 66399-2):	P-2

Guideline 2012/19/EU concerning the handling, collection, recycling and disposal of electrical and electronic equipment and their components (‘waste electrical and electronic equipment’, known as WEEE). The crossed symbol on a rubbish container indicates that the machine or device is not allowed to be disposed of but it must be handed over to a suitably equipped collection center for proper recycling or disposal.

CE This machine corresponds to the requirements according to EU Guideline 2014/30/EU ’Electro-Magnetic Compatibility’ 2014/35/EU entitled ‘Low-Voltage Guidelines’